



## OFFICE OF YOUTH SERVICES AND COMMUNITY AFFAIRS

### Request for Proposals (RFP)

Mayor A C Wharton, Jr., and the City of Memphis, through its Office of Youth Services & Community Affairs, is requesting proposals for the 2011 Human Services Grant. The grant period will cover services rendered November 1, 2010 through June 30, 2011.

The City of Memphis seeks to fund programs that serve low-to-moderate income families and address vital human/social service needs in the following areas:

1. **Children & Youth**
2. **Seniors & People with Disabilities**
3. **Rehabilitation (substance abuse, homelessness and prisoner re-entry programs)**
4. **Environmental (including conserving, preserving and sustaining the environment through reducing waste, recycling, gardening, creative reuse and environmental blight).**

Organizations interested in applying for Human Services Grant funding are required to provide proof of the following:

- Current tax-exemption status under Section 501 (c) 3 of the Internal Revenue Code (Status should represent a time period of at least one year prior to submission of grant application)
- Organization's State Charter, Bylaws, Non-discriminatory Practices and an active Volunteer Board; (board members cannot be City of Memphis employees nor have any other applicable conflict of interest unless otherwise reviewed and approved by the City Attorney's Office)
- Offices located within the city limits of Memphis, Tennessee (including City funded projects/programs);
- Service record reflecting a minimum of two years; (*Grants will not be awarded as start-up funding to establish a new organization*)
- Certificate of insurance reflecting one million dollars in Liability, Worker's Compensation; Automobile and a Fidelity Bond in the amount of Human Services Grant funds requested;

**Payments made through the Human Services Grant funds will be disbursed on a reimbursement basis only. Please note: Requests for reimbursement will be allowed quarterly and must be accompanied by:**

- Detailed Quarterly Reports (*designed and formatted by the City of Memphis*)
- Financial Statements and
- Other documentation clearly supporting expenditures

Organizations applying for Human Services Grant funding must send a representative to attend one of two Technical Training Workshops. Both workshops will be held at the Office of Youth Services and Community Affairs, 315 South Hollywood Street.

Friday \* August 20, 2010 \* 9am – Noon

Or

Tuesday \* August 24, 2010 \* 1pm - 4pm

**To RSVP for a Technical Training Workshop, please contact Nashid Madyun:**

[Nashid.madyun@memphistn.gov](mailto:Nashid.madyun@memphistn.gov) or call 901-636-6264

**Applications will be available online beginning Friday, August 13, 2010 through Monday, September 13, 2010.** Applications may be obtained by accessing the City of Memphis Website at [www.memphistn.gov](http://www.memphistn.gov).

**Please note: the application deadline is Monday, September 13, 2010 at 5:00pm.** Applications will not be accepted after the deadline. All applications must be submitted to the Office of Youth Services and Community Affairs, 315 South Hollywood Street, Memphis, Tennessee 38104. For more information please call 636-6264.